



**U. S. DEPARTMENT OF THE NAVY  
HUMAN RESOURCES OFFICE - BAHRAIN  
VACANCY ANNOUNCEMENT  
MERIT PROMOTION PROGRAM**

**Applications not received by the closing date will NOT receive consideration.**

**READ THIS ENTIRE ANNOUNCEMENT CAREFULLY. FAILURE TO FOLLOW ALL INSTRUCTIONS WILL RESULT IN NON-CONSIDERATION OF YOUR APPLICATION.**

**ANNOUNCEMENT #:** NSA- 12-068

**POSITION:** SECRETARY (OA)

**PP-SERIES-GRADE:** GS-0318-05 FPL GS-06

**YEARLY SALARY RANGE:** \$27,431 – \$39,748

**LOCATION:** NAVSUP, FLCSI - BAHRAIN

**OPENING DATE:** 25-JUL-2012

**CLOSING DATE:** 08-AUG-2012

**VACANCY:** 1

**APPOINTMENT TYPE:** FULL TIME / PERM

**ABOUT THE JOB**

As the secretary for the NAVSUP Site Director, the incumbent of this position will perform a range of clerical duties such as creating reports, maintaining files, fielding phone calls, scheduling appointments for supervisor or staff member, receiving incoming correspondence, reviewing outgoing correspondence for spelling, grammar, typos and conformance to format. The person selected for this job will be responsible for arranging travel and submitting travel vouchers using the Defense Travel System (DTS), ordering office supplies, and perform time keeping and cost tracking using the Enterprise Resource Planning System (ERPS).

**WHO MAY APPLY**

- VRA Eligible (Veterans Preference) sponsored in the commuting area.
- Military Spouse Preference
  - Begins upon arrival in Bahrain until 6 months prior to PCSing from Bahrain.
- Overseas Family Member Preference
  - Begins upon arrival in Bahrain until 6 months prior to PCSing from Bahrain.
- NAFI sponsored in the commuting area.
- Current Permanent Federal Civilian Employees (in the competitive service and not self-sponsored) residing in the commuting area.

**QUALIFICATION REQUIREMENTS:**

- To qualify for this position your resume must show sufficient experience, knowledge, and/or education per OPM Qualification standards: <http://www.opm.gov/qualifications/Standards/group-stds/gs-cler.asp>
  - GS-05: 1 year equivalent to at least GS-04; Education: 4 years above high school.
  - GS-06: 1 year equivalent to at least GS-05; Education: generally, not applicable.
- The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.
- Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.
- Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.
- One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.
- Resume: Applicants are strongly encouraged to develop their resume in the USA Jobs system which allows you to print your completed resume – <http://www.usajobs.opm.gov>. Tips on federal resume writing may be found at: <http://www.usajobs.gov/ResourceCenter/Index/Interactive/ResumeAndApplicationTips#icc>

## U. S. DEPARTMENT OF THE NAVY

### REQUIRED DOCUMENTS

- Copy of SF-50 (Notification of Personnel Action) for current federal employee on Leave Without Pay (LWOP)
- HRO Supplemental Questionnaire for Military Spouse or Family Member Preference
- Copy of spouse's PCS orders and Dependent Entry Approval
- Copy of Transcripts to receive credit for education

**All documents must be legible. Your application will not be considered if unsolicited documents are added.**

### CONDITIONS OF EMPLOYMENT

- Must self certify as a qualified typist
- Must be a U.S. Citizen
- Selectee must undergo a background investigation
- Permanent, Full-time, work schedule
- Selectee may be required to successfully complete a probationary period.

### HOW TO APPLY

- HAND DELIVER APPLICATIONS TO: Naval Support Activity Bahrain, Human Resources Office, Bldg 267
- Applications not received by the closing date will not be considered.
- FAXED DOCUMENTS WILL NOT BE ACCEPTED
- Living Quarters Allowance (LQA), Transportation Agreement or any other incentives paid to a "Stateside/CONUS" hire will NOT be granted.
- Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to a permanent position.

### SPONSORSHIP

Employment under 'Schedule A' authority may not extend longer than 2 months following the transfer of the sponsor from the commuting area of his or her duty station, the separation of the appointee's sponsor, or beyond the time the employee ceases to be a family member.

### AN EQUAL OPPORTUNITY EMPLOYER

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regards to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

### WHAT TO EXPECT NEXT

Once your completed application is received we will conduct an evaluation of your qualifications. The candidates rated eligible will be referred to the hiring manager for further consideration. No notifications are given regarding receipt or status of your application. You will only be notified if you are selected for the position.

For more information on the application process please visit our website:

<http://auth.cnmc.navy.mil/Bahrain/About/Jobs/index.htm>